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MEMORANDUM FOR: Chief, Support Services Staff, DD/S

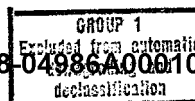
SUBJECT : Data Parameters of and Management
Responsibility for the Contract In-
formation System

1. This paper presents for the consideration of yourself and your superiors a proposal of the Office of Logistics for both the data parameters of the Contract Information System and for the organizational location for responsibility of the System once it is in being and operative.

2. The Director of Logistics is held responsible by the Director as the Senior Agency Contracting Officer for contractual actions undertaken with Agency-appropriated funds. From this point of view, he can reasonably extend such responsibility to be the senior Operating Official of the Agency to create, in consultation with other interested parties, the data parameters of the Contract Information System. He can, and perhaps should, also assume responsibility, again in consultation with other interested parties, for the management of a Contract System subsequent to its creation and operation. It is equally important to understand those responsibilities, elsewhere assigned organizationally, which cannot be discharged. Because of the source of funds, source of delegated authority, and compartmented security that guide the contracting activities of the Offices of Special Activities and Special Projects of the Directorate of Science and Technology, the Director of Logistics cannot be responsible in that area. Secondly, should any Operating Directorate wish to add technical and/or budgetary control inputs to the Contract Information System, a source of authority other than the Director of Logistics must approve the request. The technical and budgetary controls are not needed for Logistics contract management purposes. The Logistics System has neither the competency nor the responsibility to administer them, and those responsible to make the correct and timely inputs are neither subject to the discipline nor the staff guidance of the Director of Logistics. The current financial data, as opposed to budgetary data, that accompany contract actions are sufficient for Logistics management purposes.

3. The design of the Agency Contract Information System requires that there be a definition of those transactions which will be included in, and those which

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will be excluded from, that System. Although this Office is vitally interested in having an automated file of contract information which reflects, as completely as possible, the total Agency contracting activity, it also believes that there are certain contracts which are not appropriate for inclusion in the System. For example, construction contracts would not be included since they are small in number and, because of their nature, can be controlled and administered more economically outside of an automated system. Also excluded would be those contracts written by

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4. For purposes of the Contract Information System data file, only data items from the following types of contract actions will be used:

All basic agreements and indefinite delivery contracts. All formal, bilateral contracts and requests for proposals between this Agency and a contractor when the value of the contract is over \$2,500 or, regardless of dollar value, when a classified agreement is arranged between this Agency and an educational institution or a representative of an educational institution. Data items from all supplemental actions in connection with such contracts (amendments, work orders, delivery orders, etc.) will also become a part of the information file. Automatically excluded from the System are purchase orders which are unilateral in nature; contracts drawn up by and

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5. With the exclusions established in paragraph 2 above and with two stipulations stated below, this Office would be willing to assume responsibility for managing an in-being Contract Information System. This responsibility would be assigned to the Chairman of the Agency Contract Review Board who acts as the senior coordinator for all Headquarters procurement elements except the Offices of . The first stipulation we feel must be made is that it is possible additional personnel assistance may be needed, and we naturally would have to request official approval for any new positions wherein we could demonstrate a need. The second stipulation is that we would like to reserve the right to review any proposed issuance on this matter before it is disseminated.

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6. On the assumption that the logic of this proposal is valid, and in a further endeavor would be helpful to the creation of an Agency-wide System, this Office will commence immediate action with the heads of the several Headquarters procurement elements designed to have uniformity of understanding on the matters herein discussed.

Signature [Redacted]

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fs **George E. Meloon**
Director of Logistics

Distribution:

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